

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF ISLAND COUNTY, WASHINGTON**

**IN THE MATTER OF THE PLAN TO
RE-OPEN ISLAND COUNTY OFFICE
BUILDINGS**

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RESOLUTION NO. C-47-20

WHEREAS, the Board of Island County Commissioners resolved to close County office buildings to public access in Resolution C-29-20 and extended that closure in Resolution C-32-20; and

WHEREAS, the Governor granted Island County's request to move to Phase 2 of the Safe Start Plan on May 23, 2020; and

WHEREAS, additional businesses and industries were added to the list of essential services for Phase 2 and those businesses require access to County services and the County needs to prepare to provide these essential services; and

WHEREAS, Island County received guidance from the Governor's Office that Island County had the necessary protocols in place to reopen its public facing office to the public; and

WHEREAS, Island County residents are encouraged to continue to access government services online, by appointment or by telephone where possible;

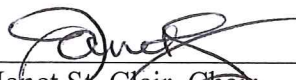
NOW THEREFORE, BE IT HEREBY RESOLVED, that the sections of Resolutions C-29-20 and C-32-20 closing public access to County office buildings are rescinded as of June 1, 2020;

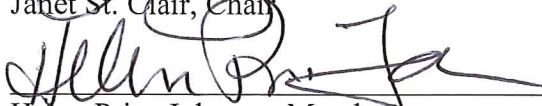
BE IT FURTHER RESOLVED, that public access to County office buildings will be available pursuant to the County Offices Re-Opening Plan, attached to this Resolution as Attachment A.

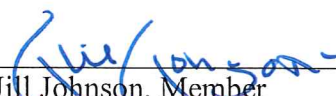
ADOPTED this 26th day of May, 2020.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON





Janet St. Clair, Chair


Helen Price Johnson, Member


Jill Johnson, Member

ATTEST:


Virginia Shaddy, Clerk of the Board



County Office Buildings Re-Opening Plan

On June 1, 2020, all Island County Buildings will be open to the public with protocol modifications due to the ongoing State of Emergency from COVID – 19.

The Board of Island County Commissioners would like to thank all Island County employees for their diligence throughout this emergency situation.

The Board understands that employees may have some apprehension about re-opening to the public so we have developed a plan to protect employee and public safety.

Employees will continue to be able to work with their Department Heads on flexible work schedules and remote-access work opportunities, particularly employees at highest risk.

The Facilities Department has provided plexiglass shields for counters, disinfectant spray for cleaning surfaces upon concluding business with a customer and hand sanitizer. Departments requesting additional Personal Protective Equipment for their staff (masks or gloves) should contact Human Resources. We have a limited number of wipes so not widely available.

Facilities personnel have installed signs outside of office lobbies and meeting rooms stating the capacity allowed in each space. Floor stickers are placed, where necessary, at a distance of at least 6 feet so everyone is clear where they should stand. Each main entrance has a sign reminding employees and the public to check for identified symptoms and return home if they have any. Signs will also be placed advising the public that they should wear masks inside.

The CDC recommends that employees maintain physical distancing of at least 6 feet whenever possible. If physical distancing cannot be maintained, employees must wear masks, including in vehicles. Remember, the amount of time in contact with someone at a distance closer than 6 feet should be no more than 6 -10 minutes. Practice frequent hand washing for at least 20 seconds, or use of hand sanitizer when hand washing is unavailable. This helps reduce the potential for exposure to COVID – 19. Also, avoid touching surfaces or clean them frequently to reduce the potential for exposure. The attached chart provides additional safety guidance.

Employees concerned about additional persons in the County buildings should remember to practice the above precautions and all others we have been utilizing during this emergency situation. If a member of the public is not following the physical distancing measures or does not wait until someone exits your office or lobby area, employees should respectfully request that the public member wait outside of the office or lobby area until it is safe for them to enter. If someone refuses to comply, call Human Resources or Risk for assistance.

As with all things, each of us will have to make smart choices in order to protect ourselves and others from contracting the virus. For instance, if you see people in an area where physical distancing may be difficult, you should wait until it is safe for you to enter that area. This may arise in offices, lobbies, meeting rooms and restrooms. Wipe surfaces after each customer.

We have all been following these precautions for many weeks now. Let's continue to be diligent and we will be able to continue to serve the people of Island County.





COVID-19 INCIDENT MANAGEMENT

PO Box 5000
Coupeville, WA 98239
P: 360.678.6028

Employee Protection Guidance For Island County Employees and Volunteers Who are Symptom Free and have had NO Close Contact with a COVID -19 Positive Person					
Work Environment	Workplace Mitigation				
Inside Assignment / Limited Public Contact	Cloth Masks* and Gloves Available	Physical Distancing of Customers and Co-Workers	Frequent Handwashing	Frequent Sanitizing of Work Area	Island County Symptom Screening Guidance*
Inside Assignment / Customer Service Counters		Clear Barrier and Physical Distancing of Customers and Co-Workers	Handwashing after each Customer	Sanitize Work Area after each Customer	
Outside Assignment / Limited Public Contact		Physical Distancing of Customers and Co-Workers	Frequent Handwashing	Frequent Sanitizing of Work Area	
Outside Field Work / Close Customer Contact	Wear a Cloth Mask*, and Gloves	Physical Distancing of Customers and Co-Workers	Handwashing after each Customer	Sanitize Work Area after each Customer	
Additional Considerations					
Close Contact* with a COVID -19 Positive Person		If Non-Critical Assignment - stay home for 14 days since contact. If Critical Assignment - contact your supervisor and/or Human Resources for direction.			
Employee with Symptoms*		Stay Home and Self Isolate. Contact your physician. Do not return to work until 72 hours fever free and 7 days since symptoms began (whichever is later).			
Handling Money or Charge Cards from Customers		Handwashing after each Transaction; Sanitize Work Area after each Transaction			
Employees at High-Risk		Those at high-risk for severe illness from COVID19 are: People 65 years and older and people with underlying medical conditions, particularly if not well controlled. The Centers for Disease Control lists specific serious underlying medical conditions: chronic lung disease; moderate to severe asthma; serious heart conditions; diabetes; chronic kidney disease requiring dialysis; liver disease; and immunocompromised individuals. If you feel that you have a serious medical condition and it is not listed above, please contact your medical provider.			



*Definitions	
Island County – Symptom Screening Guidance	For all employees, directing them to self-symptom check prior to work.
Symptoms	Symptoms include: Fever; Cough; Shortness of breath or difficulty breathing; Chills; Repeated shaking with chills; Muscle pain; Headache; Sore throat; New loss of taste or smell
Close Contact	Close contact includes: Living in the same household as a sick person with COVID-19; Caring for a sick person with COVID-19; Being within 6 feet of a sick person with COVID-19 for about 10 minutes, OR Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)
Employees at High-Risk	Those at high-risk for severe illness from COVID19 are: People 65 years and older and people with underlying medical conditions, particularly if not well controlled. The Centers for Disease Control lists specific serious underlying medical conditions: chronic lung disease; moderate to severe asthma; serious heart conditions; diabetes; chronic kidney disease requiring dialysis; liver disease; and immunocompromised individuals. If you feel that you have a serious medical condition and it is not listed above, please contact your medical provider.
Cloth Masks	Cloth masks does NOT include surgical masks or N-95 respirators.

